

CJA Panel Attorney Information

General

In conjunction with the implementation of the new CJA Panel Attorney Payment System, CJA Forms 20, 21, 24, 30 and 31, used for the appointment of and claims for counsel, experts, court reporters, and other service providers under the Criminal Justice Act (CJA), were revised in May of 2000. The revised forms are not multi-page carbon sets, but a single-page form. Instructions are no longer attached to the forms. Although the revised forms are not substantially different from the old version, the instructions provided are for your use. The additional data elements being requested on the new forms are explained in the instructions.

It is very important that you maintain complete and accurate records reflecting the time spent in conference with your client, as well as the advice or instructions provided. You should have a record of your time in Court on behalf of your client, in addition to anything else done in connection with that case. Please use the worksheets below to satisfy this requirement.

Within the first 45 days following the termination of your representation, complete your voucher and time-and-expense worksheets and mail them to:

United States District Court
Attn: Financial Department/CJA
304 U.S. Courthouse
68 Court Street
Buffalo, New York 14202-3498

The Clerk's Office financial staff will audit your voucher to ensure that your claims are allowable under the Criminal Justice Act as well as the *Guidelines for the Administration of the Criminal Justice Act*, adopted by the Judicial Conference of the United States. The financial staff will reduce claims that exceed the limits and will strike claims that are not allowable under the Act or the Guidelines. Your claim will be reviewed for reasonableness and compliance with the CJA and the Guidelines by the District Judge or Magistrate Judge who presided over the case.

Forms and Instructions

Note - All forms are provided in Adobe Acrobat format:

CJA Time & Expense Worksheets and Instructions

CJA Form 20 - Appointment and Authority to Pay Court Appointed Counsel

This form will be provided to you by Chambers at the time of your appointment.

Instructions for completing CJA Form 20 are provided below:
[Instructions for completing CJA Form 20](#)

[CJA Form 21 - Authorization and Voucher for Expert and Other Services](#)
[Instructions for completing CJA Form 21](#)

[CJA Form 24 - Authorization and Voucher for Payment of Transcripts](#)
[Instructions for completing CJA Form 24](#)

CJA Form 30 - Death Penalty Proceedings Appointment of and Authority to Pay Court Appointed Counsel

This form will be provided to you by Chambers at the time of your appointment along with the appropriate instructions for completing the form.

CJA Form 31 - Death Penalty Proceedings: Ex Parte Request for Authorization and Voucher for Expert and Other Services

This form will be provided to you by Chambers at the time of your appointment along with the appropriate instructions for completing the form.

CJA Plan

Pursuant to the Criminal Justice Act of 1964 (18 U.S.C. § 3006A) and the *Guidelines for the Administration of the Criminal Justice Act*, Volume VII, [Guide to Judicial Policies and Procedures](#) (CJA Guidelines), the Judges of the United States District Court for the Western District of New York adopt this Plan for furnishing representation to any person financially unable to obtain adequate representation in accordance with the CJA.

[CJA Plan](#) (Word Perfect format)

What's New...

The new hourly rates of \$90 in-court and \$90 out-of-court will apply to work performed on or after May 1, 2002.

[CJA Rate Increase Memo](#) (PDF Format)

Application to CJA Panel

Any interested party wanting to apply for appointment to the panel should direct all inquiries to the Clerk's Office. An application form will be mailed to you along with instructions regarding where to submit your completed application. The Clerk's Office can be contacted at (716) 551-4211 or by mail at:

United States District Court
304 U.S. Courthouse
68 Court Street
Buffalo, New York 14202-3498